

UNITED STATES COURT OF APPEALS

District of Columbia Circuit



Position Title: ADMINISTRATIVE SPECIALIST

Vacancy Announcement Number: USCA-05-06

Salary Range: \$41,974 - \$68,209 (CL-27, comparable to GS-11), depending on qualifications.

Position Location: WASHINGTON, D.C.

Opening Date: August 24, 2005

Closing Date: OPEN UNTIL FILLED

POSITION SUMMARY: The Office of the Clerk, U.S. Court of Appeals for the D.C. Circuit, is seeking a highly qualified, reliable individual to serve as the top administrative aide to the Clerk, Chief Deputy Clerk and the senior staff.

RESPONSIBILITIES: The incumbent oversees a multitude of administrative functions for the Office of the Clerk. Assists the Clerk and Chief Deputy Clerk in handling and processing Independent Counsel matters and judicial complaints; assists in the management of the Court's security program, handling sensitive and classified materials; prepares reports and various submissions to the Administrative Office of the Courts, the Federal Judicial Center, and the Judicial Council; prepares and edits executive correspondence, legal documents, reports and other materials; prepares materials for publication such as booklets, brochures, directories, and other materials for distribution to the bench, bar, and public; develops and maintains record management systems and archives records when appropriate; maintains time and attendance records; analyzes office operating procedures and practices, and makes recommendations to improve the overall efficiency of the office; and performs other administrative tasks and duties as needed in the operation of the Clerk's Office.

QUALIFICATIONS: Incumbent must have excellent administrative skills which include records management and preparation of presentation materials and reports; proven ability to write, edit and proofread documents; strong verbal communication skills; extensive knowledge and skill in the use of office automation and web-based systems; mature judgment; and, the ability to handle

a high volume of work with often conflicting priorities and stringent time constraints. Incumbent must be able to maintain confidentiality and have communication skills appropriate with communicating with judicial officers and their staff.

Applicant must have at least two years of college education (4-year college degree preferred) and have at least three years general experience. For the minimum salary, applicant must have three years specialized experience, including one year equivalent work at the CL-26 level. Specialized experience is progressively responsible administrative experience in an executive, law or court office with demonstrated experience in office automation, records management, project management, and clerical skills. Experience in a federal/state court or legal setting is desirable. To be considered for a salary above minimum up to and including the full performance level at step 25 (considering competitive factors and an evaluation of quality of experience), applicant must have more than one year specialized experience equivalent to work at the CL-26 level.

TERMS: The first year of employment is considered a probationary period.

REQUIREMENTS: Because the D.C. Circuit entertains a large number of high-profile and sealed cases, employees are subject to strict confidentiality requirements. In addition, the selectee is subject to a successful background investigation resulting in a Top Secret security clearance as a condition of employment.

Applicants must be United States citizens or eligible to work in the United States. All positions in the Clerk's Office are excepted appointments and are "at will." The United States Court of Appeals is an Equal Employment Opportunity employer. The successful applicant will be subject to mandatory electronic transfer of funds for payment of net pay. The United States Courthouse is a smoke-free building.

Send résumé to:

**U.S. Court of Appeals for the D.C. Circuit
E. Barrett Prettyman U.S. Courthouse
333 Constitution Avenue, N.W., Room 5434
Washington, D.C. 20001-2866
Attn: Valory Miller, Personnel Specialist
Announcement No. USCA-05-06**